

BUREAU OF LAND MANAGEMENT
National Business Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047
<http://www.blm.gov/nbc>

In Reply Refer To:
1520 (BC-680A)P

APRIL 5, 1999

E-Mail Transmission
Instruction Memorandum No. BC-99-035
Expires: 9/30/2000

To: All Field Officials
Attn: Property Managers

From: Director, National Business Center

Subject: Federal Property Management Certification Training and Testing

A training class is scheduled for the week of May 3, 1999, at the National Business Center in Denver, Colorado. This is certification training for property managers who are members of the National Property Management Association (NPMA) and who wish to receive certification in their profession.

There are two levels of certification encompassing four modules being offered during this week by a NPMA certified instructor. Testing will follow each module of instruction, and upon completion, will be verified by the NPMA Proctor and sent to the NPMA National Headquarters for grading. The tests are scored weekly by NPMA Headquarters. Certifications will be awarded to those who pass with a score greater than 76% for each of the levels.

Attached is a Certification Testing Application (Attachment 1) to be completed and mailed to the address shown on page 2 of the application, along with a payment of \$115 payable to the NPMA for the initial application fee and four module exams. The Federal Property Manual has been purchased by the Bureau of Land Management (BLM), Washington Office and was sent to all NPMA members earlier this month.

Also attached is a list of local hotels (Attachment 2). It is recommended that the trainees make reservations at the Extended-Stay America, so one government vehicle can be used to transport the group to Building 50 at the Denver Federal Center.

Questions concerning the NPMA membership or the certification and testing may be addressed to Gery Behr, Chapter President, at 302-906-5581 or Gwen Rush, Chapter Secretary, at 303-236-9465. More information can be obtained from the BC680A Website (<http://nbcweb.blm.gov/bc680a/index.html>) under "Property Management Training."

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

Attachments
1 - Certification Application (2pp)
2 - Hotel Listings (1p)

Distribution
S-150A Library
IO-850

NPMA Certification Testing Application - CPPS, CPPA, CPPM

Name: _____
 Address: _____
 City/ST/Zip: _____
 Business Phone: _____ Fax: _____
 Social Security No. Proctor Name: _____
 NOTE: If your proctor is not a NPMA member please attach their mailing address and phone number to this application)
 Certification Category: CPPS CPPA* CPPM* (check one)
 Experience Summary Attached: Yes No (check one)
 Please check one: Initial Application Additional test(s) Retake(s)

CONTRACT MANUAL CERTIFICATION Examination(s) requested: Check one or more of the following	FEDERAL MANUAL CERTIFICATION Examination(s) requested: Check one or more of the following:
CPPS Examination Module One (1)	CPPS Examination Module One (1)
- Ch 1 Property Management - Ch 2 Acquisition - Ch 3 Receiving - Ch 4 Identification	- Ch 1 Introduction to Property Management - Ch 2 Property Management Personnel - Ch 3 Requirements Determination and Acquisition
CPPS Examination Module Two (2)	CPPS Examination Module Two (2)
- Ch 5 Records - Ch 6 Reports - Ch 7 Storage - Ch 8 Movement - Ch 9 Physical Inventory	- Ch 4 Receiving and Identification - Ch 5 Accountability - Ch 6 Physical Inventory and Reconciliation - Ch 7 Utilization - Ch 8 Transfer Orders
CPPA Examination Module Three (3)	CPPA Examination Module Three (3)
- Ch 10 Consumption - Ch 11 Utilization - Ch 12 Maintenance - Ch 13 Subcontractor Control	- Ch 9 Donations - Ch 10 Sales - Ch 11 Sales Contracting - Ch 12 Abandonment or Destruction - Ch 13 Accelerating the Disposal Process
CPPA Examination Module Four (4)	CPPA Examination Module Four (4)
- Ch 14 Disposition - Ch 15 Contract Closeout - Ch 16 Property System Analysis - Ch 17 Liability	- Ch 14 Items Requiring Special Handling - Ch 15 Contractor Property - Ch 16 Standards of Conduct
CPPM Essay Examination	CPPM Essay Examination

Attachment 1-1

I hereby submit this application, experience summary and required fees. Upon initial review of my application, should I not meet the established qualifying criteria, the application packet will be returned. Should I subsequently fail to pass each exam with a score of 76% all fees are forfeited. I have read the NPMA Certification Program Qualifying Criteria and understand that my work experience summary must be submitted with this application. The CPPM essay examination or CPPA Certificate will not be issued until the Vice President of Certification

Applicant's Signature

Date

Attached is a check or money order, payable to NPMA, in the amount of \$ _____, as determined by the fee schedule below.

FEE SCHEDULE

The following individual should be notified upon the issuance of my CPPA and/or CPPM Certification

Initial Application \$ _____
Fee (\$35)

Name: _____

Module Exams (\$20) \$ _____
X No. of Exams

Title: _____

CPPM Essay (\$25) \$ _____

Company Address: _____

-Contract Property \$ _____
Manual (\$50)

-Federal Property \$ _____
Manual (\$50)

City/State/Zip: _____

If you do not have the applicable manual, it is strongly recommended that you order one.

Forward this application and payment to:

NPMA Headquarters
380 Main Street, Suite 290
Dunedin, FL 34698

BEST WESTERN - DENVER WEST

11595 W. 6th Ave., Lakewood, CO
303-238-7751

AMENITIES: Outdoor heated pool/hot tub
Shuttle Service to Federal Center

COMFORT INN

11909 W. 6th Ave., Lakewood, CO
303-231-9929

FAIRFIELD INN (MARRIOTT)

11907 W. 6th Ave., Lakewood, CO
303-231-9939 (Reservations 800-228-2800)

EXTENDED STAY AMERICA

715 Kipling Ave., Lakewood, CO
303-275-0840 (Reservations: 800-398-7829)

AMENITIES: Fully furnished studios, full kitchen, laundry, free voice
mail/local calls, cable TV, data port.

SHERATON DENVER WEST

360 Union Blvd., Lakewood, CO
303-987-2000

AMENITIES: Complete health club, restaurant
Shuttle Service to Federal Center

SHERATON FOUR POINTS - DENVER WEST

137 Union Blvd., Lakewood, CO
303-969-9900

AMENITIES: Shuttle Service to Federal Center